



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

POLICE RECORDS SUPERVISOR

- DATE: July 13, 2006
- SALARY: \$35,931 - \$49,532
- NATURE OF WORK: This is specialized technical police records work supervising an assigned shift of Police Records Specialists involving computerized criminal information.
- HOURS: Must be able to work various shifts.
- WORKSITE LOCATION: Police Department
- EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma. Supplemental college coursework is preferred.
- EXPERIENCE: -- Three (3) years of full-time (or equivalent) paid experience in records management, including two (2) years of related supervisory experience.
Or
-- Five (5) years of full-time (or equivalent) paid experience in records management preferably with experience involving operation of a computerized Records Management System (RMS).
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V